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FILE

Personnel 16

25 JAN 1969

MEMORANDUM FOR: Director of Central Intelligence


THROUGH : Deputy Director for Support *B*

SUBJECT : Reporting and Recording of Federal
Work Injuries

1. On 11 January 1968 the Secretary of Labor requested each Federal Agency employing 100 or more Federal civilian employees to submit a quarterly summarization of Federal civilian employee injuries. Included in this request were the number of disabling injuries, number of fatalities, and number of employees and man hours worked.

2. The Agency Safety Officer informed the Executive Secretary, Federal Safety Council that the number of Agency employees and man hours worked could not be disclosed in unclassified channels. The Executive Secretary has agreed to accept the Agency frequency rates and the number of fatalities in lieu of the requested information.

3. In response to the Secretary of Labor's request, the attached correspondence has been prepared for your signature.


Howard J. Osborn
Director of Security

Att

Distribution:

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(2) - DD/S Chrono, Subject

DD/S 68-0283

ER 68-191/a

5 FEB 1968

The Honorable W. Willard Wirtz
The Secretary of Labor
Washington, D. C. 20210

Dear Bill:

The Central Intelligence Agency has established reporting procedures which are in compliance with your recommended standards. We will continue these procedures and forward reports on the dates specified in your letter of 11 January.

This Agency will continue to cooperate with the Department of Labor and the Federal Safety Council in helping to achieve the goals of the President's Mission Safety-70 program.

Sincerely,

For Richard Helms

Richard Helms
Director

Prepared by Office of Security

Retyped: O/ExDir

Distribution:

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2 - DD/S

SUBJECT: Reporting and Recording of Federal Work Injuries

ORIGINATOR:

STAT



Howard J. Osborn
Director of Security

25 JAN 1968

Date

CONCURRENCE:

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

14 FEB 1968

Date

Distribution:

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(2) - DDS (Source/Subject)
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The Honorable W. Willard Wirtz
The Secretary of Labor
Office of the Secretary
U. S. Department of Labor
Washington, D. C. 20210

Dear Bill:

The Central Intelligence Agency has established reporting procedures which are in compliance with your recommended standards. We will continue these procedures and forward reports on the dates specified in your letter of 11 January 1968.

This Agency will continue to cooperate with the Department of Labor and the Federal Safety Council in helping to achieve the goals of the President's Mission Safety-70 program.

Richard Helms
Director

U. S. DEPARTMENT OF LABOR

OFFICE OF THE SECRETARY

WASHINGTON

20210

Executive Registry

68-191

11 Jan 68?

Honorable Richard Helms
Director of Central Intelligence
Washington, D. C. 20505

Dear Mr. Helms:

One of the objectives recommended to the President by the Federal Safety Council is to establish standard accident reporting requirements and to centrally collect, compile, and analyze Federal accident data for the purpose of planning and evaluating accident prevention programs. Accordingly, I am asking each department and agency in government to establish and maintain internal reporting procedures to use as the basis for programming action to reduce personal injuries and property damage within their own organizations.

The enclosed standard method of reporting and recording Federal civilian employee injuries is the first essential step toward establishing a Federal accident reporting system. Some of the larger agencies now have systems in operation. In the future, standard methods encompassing all accident problem areas, such as vehicle accidents and property damage, will be developed.

It is my sincere hope that each department and agency will do all in its power to use effectively standard accident data to strengthen their programs. It is my request that full cooperation be given the Department of Labor and the Federal Safety Council by furnishing on a quarterly basis heretofore unavailable data for government-wide purposes.

This effort can provide the groundwork for programs to reduce accidents and help achieve the goals of the Mission SAFETY-70 program initiated by President Johnson in 1965.

Sincerely,

Willard Wirtz
Secretary of Labor

Enclosure

**STANDARDS FOR
REPORTING AND RECORDING FEDERAL ACCIDENTS**

I. STANDARD METHOD OF REPORTING AND RECORDING FEDERAL CIVILIAN EMPLOYEE INJURIES

- A. It is herewith recommended that all Federal agencies use the USA Standard Z16.1, American Standard Method of Recording and Measuring Work Injury Experience as delineated herein for the purpose of ascertaining Federal civilian employee injury experience. Specifically, all sections of code are applicable except those pertaining to severity and severity rates, and nonstandard measures.
- B. Sections relating to severity and nonstandard measures contained in the USA Standard Z16.1 may be used optionally.
- C. Use of USA Standard Z16.1 will commence January 1, 1968 or as soon thereafter as feasible but not later than July 1, 1968.
- D. Copies of the USA Standard Z16.1 will be forwarded under separate cover to each department and agency.

II. LETTER REPORT

It is requested each Federal department or agency employing 100 or more Federal civilian employees submit a quarterly summarization of Federal civilian employee injuries and the number of hours worked to the Secretary of Labor, Washington, D. C., Attn: Federal Safety Council. The letter report will be submitted within 45 days following the end of each calendar quarter, (no later than February 15, May 15, August 15, and November 15) and will contain the following minimum information:

- A. Number of disabling injuries, including fatalities.
- B. Number of fatalities.
- C. Number of employees and number of hours worked.

Any Federal establishment so desiring may include in the letter report any other information deemed to be of interest for government-wide accident prevention planning purposes.

- NOTE:**
- 1. Guidelines relative to the establishment and maintenance of accident reporting and recording systems, the use of standard methods, and reporting requirements will be published and distributed in a document titled "Using Accident Reports and Records."
 - 2. The provisions of this policy do not supersede or change existing requirements to report accidents for other purposes, such as claims and compensation.

U. S. Department of Labor
Bureau of Labor Standards
Federal Safety Council
November 1967



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

OFFICE OF THE DIRECTOR

MEMORANDUM FOR: The Honorable W. Willard Wirtz
The Secretary of Labor

SUBJECT : Reporting and Recording of Federal
Work Injuries

1. The Central Intelligence Agency has established reporting procedures which are in compliance with your recommended standards. We will continue these procedures and forward reports on the dates specified in your letter of 11 January 1968.

2. This Agency will continue to cooperate with the Department of Labor and the Federal Safety Council in helping to achieve the goals of the President's Mission Safety-70 program.

Richard Helms
Director

TRANSMITTAL SLIP		Approved For Release 2003/29	
		18 January 1968	
TO: Mr. Bannerman via Mr. <i>Conley</i>			
ROOM NO. STAT	BUILDING 		
REMARKS:			
<p>Recommend your concurrence.</p> <p>STAT </p>			
FROM:			
ROOM NO.	BUILDING	EXTENSION	
FORM NO. 241 1 FEB 55			
REPLACES FORM 36-8 WHICH MAY BE USED.			

(47)

CIA-RDP84-00780R002400010014-2	
TRANSMITTAL SLIP	
15 January 1968	
TO: Director of Security	
ROOM NO. GE 31	BUILDING
REMARKS:	
<p>We would appreciate receiving your reply to the attached letter by close of business, 17 January 1968.</p> <p></p> <p style="text-align: right;">STAT</p>	
FROM: SA-DD/S	
STAT	
ROOM NO. 7D02	BUILDING Hqs.
EXTENSION	
FORM NO. 241 1 FEB 55	
REPLACES FORM 36-8 WHICH MAY BE USED.	

(47)

STATINTL

Approved For Release 2003/04/29 : CIA-RDP84-00780R002400010014-2

Approved For Release 2003/04/29 : CIA-RDP84-00780R002400010014-2

DOS 68.0282

18 JAN 1968

Executive Registry
68-191/1

BRIEF FOR: Director of Central Intelligence

THROUGH : Deputy Director for Support ~~18~~ 2 JAN 1968

SUBJECT : Reporting and Recording of Federal
Work Injuries

1. On 11 January 1968 the Secretary of Labor requested each Federal Agency employing 100 or more Federal Civilian employees to submit a quarterly summarization of Federal Civilian employee injuries.

2. In response to the Secretary of Labor's request, the attached correspondence has been prepared for your signature.



STAT

Director of Security

Attachment



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

OFFICE OF THE DIRECTOR

MEMORANDUM FOR: The Honorable W. Willard Wirtz
The Secretary of Labor

SUBJECT : Reporting and Recording of Federal
Work Injuries

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Continue to
2. This Agency will cooperate ~~fully~~ with the Department of Labor and the Federal Safety Council in helping to achieve the goals of the President's Mission Safety-70 program.

Richard Helms
Director

SUBJECT: Reporting and Recording of Federal Work Injuries

ORIGINATOR:

STAT

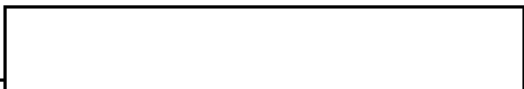


Howard J. Osborn
Director of Security

18 January 1968
Date

CONCURRENCE:

STAT



R. L. Bannerman
Deputy Director
for Support

22 Jan. 68
Date

Distribution:

- Orig & 1 - Adse
- 1 - DDCI
- 1 - ER
- 1 - Signing Official
- 2 - DDS
- 1 - D/Sec